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MEMORANDUM

TO:

29 March 1947

FROM:

CONFIDENTIAL

In line with many discussions with yourself and members of the [] Staff it is desired to outline some of the determinations made for reference purposes and for the guidance of all concerned, pending such time as is necessary for more definite instructions to be issued in the form of correspondence or manual from Washington Headquarters.

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PERSONNEL DOCUMENTS

1. For locally employed personnel on a per annum or 4-week period basis, an action as prescribed by the Chief Civilian Personnel Division, Washington, D. C., a sample of which was forwarded with undated seven page letter to you [] should be executed: (a) When an applicant is accepted for a position [] (b) when it is necessary to promote or demote such individual; (c) when it is necessary to reassign the individual to another position within the office; (d) when it is necessary to change the name of an individual on the payroll (usually occasioned by marriage or through court order); (e) when it is necessary to remove the individual from the payroll such as for separation (regardless of cause) and for disciplinary action if the employee will be carried in a non-pay status for a period of 30 days or more.

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2. For personnel required on an intermittent or per hour basis the forms mentioned above, as revised when necessity arose, should be executed.

3. One copy of each action must be forwarded to the Chief, Civilian Personnel Division and one copy must be forwarded to the Chief, Finance Division, both in Washington. It is my understanding that the Chief [] in Washington also desires to receive a copy of each document.

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4. An affidavit "Strike Against the Government" shall be executed for each new locally appointed employee entering on duty [] regardless of period of employment, and even though the individual may be joining the Agency as a transferee from another Government Organisation.

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5. It is not necessary that affidavit forms be executed prior to payment of personnel reporting for duty from the organization in Washington for the reason that Washington will execute required papers on all personnel appointed there prior to departure for overseas installations.

PERSONNEL RECORDS

Document No. 011

No Change in Class. ☐

1. Separate folders should be established for each American Civil Service employee reporting for duty at the [] Headquarters. There will be no doubt that some information to be placed in those folders that you will desire to be treated as confidential.

Date: 24 OCT 1978

By: []

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2. As you suggest, it does not appear necessary to maintain separate folders for locally appointed subjects. However, in accordance with your desires there appears to be no objection [] to maintain a separate folder for the personnel in each Section. The actions should be placed in the folders in Alphabetical sequence and the last action issued should be securely fastened at the front of and to other actions for the same employe to avoid possible clerical error in referring to the actions.

RECLASSIFICATION OF PERSONNEL

1. Administrative instructions have been issued in Washington, D. C., covering steps to be followed in requesting that an American Civil Service employe be reclassified, and for other purposes. Since those instructions and the necessary forms have not reached your headquarters it is suggested that a letter request be presented to the Agencies Personnel Officer for instructions that have already been issued with the further request that your mission be placed on the mailing list for all amendments to such instructions and for subsequently issued directives.

2. Before a locally appointed official is promoted a survey should be made to determine what other U. S. Agencies and the local Government are paying for the same or similar type of position. Your findings, together with name and a complete list of duties that the individual is performing, or is expected to perform in relation to the proposed increase should be forwarded through the Chief [] Washington to the Chief Civilian Personnel Division, allowing sufficient time prior to the proposed effective date of promotion to permit Washington to disapprove the action if necessary, for budgetary or other reasons.

3. It is the policy of Washington Headquarters to execute personnel actions for appointments, reclassifications, demotions, etc., effective at the beginning of a pay period. When it is at all possible it is recommended that the same policy be followed in the [].

PAYROLL PREPARATION

Inasmuch as Payroll Preparation and processing is closely related to personnel activities and since this will be used as a guide by more than one clerk in your [] Section, it seems advisable to list Fiscal comments for each subject immediately following discussions, to permit ready use of this memorandum without reproduction.

The requisites for placing a locally appointed subject on the payroll and the records that should be maintained in relation thereto are as herein after listed:

1. An appropriate personnel action shall be prepared prior to the expected Entrance on Duty Date (EOD date) notifying the incumbent of the action that the organization has taken with respect to his application and setting forth the date that he is expected to report for duty, stipulations with respect to salary, nature of employment, etc. (See Page 1 Para No. 1)

2. When the employe reports for duty the affidavit heretofore mentioned should be immediately issued.

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3. When an employe enters on duty Standard Form No. 1130 shall be promptly prepared and posted showing required data, such as complete name, period of record, Entrance on Duty Date (in remarks column) and the regularly assigned tour of duty. Any absence taken by the employe, regardless of type, should be recorded on this form and must be initialed by the individual taking the leave to acknowledge the absence. Leave is to be charged in multiples of hours and is to be credited in the same manner. (Current leave laws and regulations, which were once dispatched to this Headquarters, but which did not arrive, will be forwarded to you from Washington upon my return.)

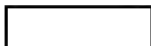
4. During or at the close of a pay period an individual Earnings Record Card should be prepared and posted showing required information. Prior to preparation of the payroll for the period the amount of salary due the employe for the period will be posted, using as a basis for computations, the entrance on duty date (if individual was not paid by the [redacted] for the preceding period) and the information reflected on the time and attendance report (Standard Form No. 1130). The payroll should then be prepared from the data appearing on the Individual Earnings Record Card since this record will contain all information required for payment purposes as transcribed from personnel documents, etc. A sample Earnings Record Card containing the essential columns for record purposes is attached for your consideration. Since this form is agreeable with you it should be reproduced and placed in use. As has been mentioned, the Organisation is interested in all payments made plus other documents issued for the period beginning on 29 December 1946 and for each pay period thereafter, and the established record card should be completed for each payment effected for salary and L & Q Allowances after 29 December.

5. It has been noted that the [redacted] in addition to maintaining Standard Form No. 1130 is also employing "Time Card" identified by Form No. PS-3, which it is understood was in use during the time [redacted]. Since this is a duplication of effort Form No. PS-3 should be discontinued. Any such records containing only postings made for periods on and after 29 December 1946 may be destroyed after insuring that Standard Form No. 1130 has been prepared for each individual.

6. There appears to be no objection to maintaining the daily "sign in and out record" for the purpose for which it was installed, but it may be found advantageous to shorten the remarks column and add a space to signing in and out the second shift of the day and have personnel utilise Standard Form No. 1130 for this purpose and thereby eliminate an additional duplication of effort and a clerical burden. [redacted] must manually sign Standard Form No. 1130 at the close of each bi-weekly period.

7. The system for handling payrolls for U. S. Citizens (Civil Service Personnel) differs from the above to the extent that salary is computed in accordance with Salary Schedule No. 26 approved by the General Accounting Office and personnel actions for such employes are always executed in Washington, D. C. A Cost of Quarters and Living Allowance is paid on Standard Form No. 1069 in accordance with the provision of Bureau of the Budget Circular A-8 (as amended) and the authorization set forth on Standard Form No. 50 (Personnel Action). This Form 1069 is now

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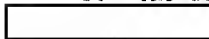
being completed properly and since it is self-explanatory time need not be devoted to it.

8. Appropriate notations clearly explaining other than self-explanatory payments should be placed in the remarks column on payrolls opposite the employee's name or in a footnote properly referenced to the individual in both the remarks column and in the footnote. Examples are:

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a. An individual enters on duty on a WAE (when actually employed basis) at the rate of one-half ~~yearly~~ on 26 March 1947 and worked each day except Sundays during the pay period ending 5 April 1947. The notation in the remarks column or in the footnote should read "Employee EOD 26 March 1947 WAE, executed affidavit 26 March, paid on this roll for 10 days from 26 through 29 March and from 31 March through 5 April; not subject to retirement." The number of days identified should be listed for this type of an appointment on each payroll processed, as the number of days that he was required to work would never be evident through examination of the computation.


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b. An employee in a Civil Service Status on a Per Annum appointment reports in  on 27 March 1947, but he last received pay for the period ending 8 March 1947 through Washington office. The notation on the roll would read "Employee arrived for duty this Headquarters from Washington, D.C. 27 March 1947; paid on this roll for the periods 9 to 22 March and 23 March through 5 April 1947. He was last paid on Bureau Vo. No. _____ Disbursing Officers Voucher No. _____ paid by _____ Symbol No. _____ on 8 March 1947." Voucher numbers and name of Disbursing Officer will be supplied in the event of a transfer of this nature by the Washington Fiscal Office. On the first payroll processed for this type of an employee after the official personnel action has been received from Washington, a notation should be shown in the remarks column to the effect that the individual was transferred by Personnel Officer from Washington, D.C., giving date (usually date of arrival).

c. An employee on a Temporary Per Annum Basis enters on duty 24 March 1947. The notation in the remarks column and/or in the footnote should read (provided employee rendered service each day as assigned) somewhat as follows: "Appointed on Temporary basis not to exceed 1 year. EOD 24 March 1947; affidavit executed same date; employee not subject to retirement".

d. When a WAE employee is separated effective COB (close of business) 4 April 1947, the notation in the remarks column on the payroll should read somewhat as follows: "Separated COB 4 April 1947, paid on this roll for 6 days 6 2/3 hours daily from 25 to 29 March inclusive and for 6 2/3 hours on 4 April, name will not be shown on subsequent payroll from this station".

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e. A Civil Service employee departs for the United States, Washington Headquarters for a permanent change of station on 17 April. The notation on the payroll should read in effect that the individual departed for Washington on 17 April 1947—payment responsibility transferred to that station effective 6 April 1947. Employee last paid for the period 23 March to 5 April on Voucher No.  on 7 April 1947, employee's name will not appear on a subsequent payroll from this station.

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f. An employee who entered on duty on a Temporary per Annum appointment on 29 December 1946 who had taken no annual leave separates on 29 March 1947, after rendering a full 40 hours of service during the pay period ending 5 April would be paid one-half the bi-weekly salary plus 6 days of terminal leave and the notation in the remarks column should clearly show how the payment was arrived at with a further statement that the name of the individual would not appear on a subsequent roll from the [] Headquarters.

9. Immediately after final salary payment is made to an individual, whether locally appointed in [] or in the case of Civil Service personnel when they are returned to Washington or transferred to another mission, all leave records (SF 1130) should be dispatched to the Finance Division where a post audit will be performed and the records retained. After the record of leave arrives in Washington, should it ever be necessary to advise the [] of an overpayment or to make inquiry with respect to any payment, sufficient facts and transcripts of records will be supplied to permit the [] Office to take appropriate action. In view of this no duplicate records need or should be maintained in the []

PROCUREMENTS

1. In view of the small number of purchases that will be required in the [] and since you have made an excellent start with your Lease agreement and other contract, it appears to be necessary only in this respect to suggest that you devise a purchase order form somewhat similar to the sample (Form No. 36-1) which was sent from the Services Division for your open market accounts. At the close of each month one copy of each purchase order issued should be forwarded to the Chief Services Division, Washington, D.C. One copy should be supplied with other documents to the Chief Finance Division Washington, and in the event that non-expendable property is procured one copy of the order should be directed to the [] Section with your report of property received. The reference to the parent organisation should be omitted from Form No. 36-1 at the time it is reproduced in accordance with your recommendation and the suggestions of the various []. The original and two copies of each contract or lease executed must be forwarded to the Chief Services Division Washington for examination, numbering and dispatching to the Fiscal Section as required by existing instructions.

2. The Budgetary and Accounting Forms that recently arrived should not present any problems to the [] Staff and, like the procurement forms, they appear to be conclusive for your operations and the instructions furnished in each case are sufficiently in detail to make it unnecessary for comment with respect thereto. Should questions eventually arise prompt advice will be supplied from Washington upon receipt of your inquiries in the applicable offices.

3. In compliance with your request the expenditures in connection with the Petty Cash authority bestowed upon you by the organisation have been examined and found to be in order with one exception, that being the paid receipts attached to the original voucher have been in a few cases listed in the local language and have not been translated or converted to the English language. General Regulations require that when an account is billed against an organisation in other than the English language, such bill be converted prior to payment.

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TRAVEL

1. The [] as you indicated has experienced little difficulty in this regard as there was never an occasion for other than travel within the near vicinity where government facilities were available until the directive arrived for you to meet with an official of the [] You would no doubt have been handicapped if the undersigned had not been available with a book of transportation requests and it is possible that you could not have reached [] by the time required. Therefore, it is suggested that you present a request to the Organisation's Transportation Officer in Washington for a book of transportation requests to be retained for such emergencies.

2. Since there is doubt in our minds as to your authority to issue a travel order for the trip to [] clarification of this point will be obtained upon my return to Washington, D.C. It is suggested that you withhold certification of your per diem account for the trip until advice is received from Washington as to what constitutes []

[] your travel order will no doubt be issued in Washington in response to your request, in which case, in view of our conversation with the Finance Officer [] your voucher will likely of necessity be certified and processed in Washington, D.C., as no instructions have been furnished [] except in the form of advice that he may accept accounts certified by employees of the organisation, neither has he received any directive to the effect that you are authorized as Chief [] to sign travel orders, even though he did consent to process the account in connection with your [] trip. I shall make a concerted effort to cause some information to be furnished to [] Finance Officers servicing the organisation upon return to Washington, D.C. We shall also attempt to supply you an extra copy of the organisation's administrative instructions as would be of interest to the [] Finance Officer for his advice. We both see his point of view and appreciate his position.

PROPERTY

Advice will be given to the Property Section in Washington that you are currently in the process of submitting a correct report on property and as you requested, they will be notified that the trip to [] and your voluminous negotiations such as arranging for office furniture, operational space, the recent move of the office and the many other factors may cause your report to be somewhat delayed. Your suggestion of returning the surplus [] radios and the typewriter that may not be placed in a usable condition be returned to avoid a billing for unserviceable equipment, appears sound and if possible such items should be returned at an early date in order that your adjusted property report will not have to be further adjusted soon after submission.

With respect to your two [] and supplies that are being held by Customs in [] it is thought and hoped that our discussion with a personal friend will obtain desired results.

DISBURSEMENTS FOR 1948 FISCAL YEAR AND THEREAFTER

Many advantages would be realized in my opinion if arrangements are consummated for your accounts to be handled through the []

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in that you would be dealing directly with the Finance Representative which, in view of observations, would result in a great saving of time. It is expected that the 9 or 10 copies of each voucher that are now required could be reduced to a maximum of the original and 4 copies and possibly less than that. Several systems that we are currently confronted with could be eliminated should such change occur, and of necessity several changes in currently employed systems would be essential, but any and all subjects covered during my stay in [] may be followed regardless of subsequent disbursement arrangements. Complete instructions and/or advice will be furnished where necessary after determinations have been made and details have been worked out in Washington in connection with subsequent disbursement arrangements.

To conclude please permit me to express my great appreciation for the cooperation and kind consideration received from you and all of your staff with whom I have been privileged to have contact and discussions during my stay [] It was indeed my pleasure to be afforded the opportunity of becoming acquainted with the employees, the office and the many local problems with which you are all confronted.

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[] Section
Finance Division

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